

**TOLOWA DEE-NI' NATION  
REQUEST FOR PROPOSALS**



**Tolowa Dee-ni' Nation Water Connected Communities Plan**

**Response Due:  
February 10th, 2022**

**Tolowa Dee-ni' Nation  
12801 Mouth of Smith River Road  
Smith River, CA 95567  
707.487.9255**

1/19/2021

## **INTRODUCTION**

The Tolowa Dee-ni' Nation (hereafter "TDN" or "Nation") seeks proposals from qualified consulting firms or individual(s) (hereafter "Consultant") with experience working with/for tribal communities to complete a Historical Report of Water and Fishing Rights for the Tolowa Dee-ni' Nation.

The Tolowa Dee-ni' Nation is a federally recognized Indian Nation whose aboriginal territory (*Taa-laa-waa-dvn*) encompasses the lands and watersheds of Wilson Creek to the south, the Sixes River to the north, east to the Applegate watershed in the Coastal Range, and west to the Pacific Ocean horizon, all sea stacks including Point St. George Lighthouse and all usual and accustomed places. The Tolowa people have lived along the Pacific Ocean and coastal and inland river valleys in today's northern California and southwestern Oregon since time immemorial. The Nation's Reservation lands are located three miles south of the Oregon-California border along the Pacific coastline. The Nation's federally recognized jurisdiction and service area encompasses 9,608 square miles - an area equal in size to the state of Vermont - and includes Humboldt and Del Norte counties in California and Coos, Curry and Josephine counties in Oregon. The Nation headquarters are located near Smith River, California.

The Tolowa Dee Ni' Nation is in the process of a community expansion on Tribal properties that will improve the lives, safety and prosperity of Tribal members and visitors. The Tribe is diligently working to improve safety, health, and economic stability for members and residents in the community. One critical need for the Tribe to move forward is multi-modal infrastructure and mobility training programs. This project, funded by the Caltrans Sustainable Transportation Planning Grant Program, will identify creative solutions to these challenges with mobility projects based on the current and future land uses and travel patterns.

Of the 1,850 enrolled Tolowa Citizens, 284 (15.3%) live within the Reservation Area, within ¾ mile of the project area. The Reservation Area encompasses many parcels along a 1.5-mile stretch of Highway 101 through Smith River, with Tribal housing communities nestled on the north and south ends.

The Nation is seeking professional assistance to develop a comprehensive Connected Communities Study that will at a minimum:

- Identify creative solutions to multi-modal infrastructure through the heart of the Tolowa Dee-ni' Nation in Smith River.
- Identify existing conditions, current active transportation usage, safety concerns, and connectivity gaps and needs for the Tolowa Dee-ni' Nation.
- Identify community stakeholders that will be engaged and informed throughout the planning process.
- Foster engaging community participation throughout the development of the Plan to develop a community vision with creative outreach methods,

including but not limited to social media outreach, stakeholder email updates, public workshops and a community questionnaire.

- Develop a long-term community educational program that educates and encourages community members and visitors to utilize the planned connectivity infrastructure for physical and mental health benefits.
- Identify multi-modal improvements that will successfully create a more connected, accessible community for the Tolowa Dee-ni' Nation.
- Prepare conceptual alignment and cross section plans for the planned infrastructure improvements.
- Prepare preliminary environmental constraints list identifying potential challenges that could affect project design and budget.
- Develop comprehensive funding and implementation strategy to ensure concise approach to the next steps of the project.

### **SCOPE OF WORK**

The work will encompass the area within the geographical boundaries and jurisdiction of the Tolowa Dee-ni' Nation *Taa-laa-waa-dvn* (Aboriginal territory), as well as address communications with TDN Citizens, relevant experts and applicable archives and collections hosting relevant source material that are located outside the *Taa-laa-waa-dvn*.

The below scope of work reflects the anticipated project components necessary to develop a comprehensive Connected Communities Plan for the Tolowa Dee-ni' Nation.

**1. Project Oversight:** The Tribe will provide project oversight for the duration of the project to ensure the project is completed in accordance with the agreed upon scope of work and project schedule. The Tribe will attend project team meetings and will stay apprised of project development. Under direction of the Tribe, the selected consultant will engage with project partners and stakeholders. The Tribe will be responsible for reviewing deliverables submitted by the consultant, including meeting materials and draft plan elements.

- i. **Project Review:** Under direction of the Tribe, the selected consultant will engage with project partners and stakeholders. The Tribe will be responsible for reviewing deliverables submitted by the consultant, including meeting materials and draft plan elements.
- ii. **Project Team Coordination:** The consultant team will provide project management for the duration of the project. The consultant will coordinate communication between the project team, Tribe, and stakeholders including Caltrans. This includes regular meetings of the project team, coordination with data handlers, coordination with agencies, and all communication that is not based in other project tasks. Meetings will occur on a monthly basis and during key points of development during the project in-person or by teleconference. Communication updates by e-mail will occur weekly.

Task Deliverables
Meeting attendance, materials review, correspondence
Meeting agendas, meeting summaries, meeting materials, correspondence

- 2. Existing Conditions:** The consultant team will collect and review current existing documents including but not limited to Tolowa Dee Ni' Nation Long Range Transportation Plan, Caltrans 10 Year SHOPP, Del Norte Regional Transportation Plan, Del Norte Short Range Transit Plan, State Highway System Management Plan, Strategic Highway Safety Plan, California Transportation Plan, State Highway Active Transportation Plan and other relevant planning documents. Furthermore, the consultant will review current Tribal development plans.
- i. **Gather Remaining Baseline Data:** The consultant will gather or request from the Tribe all remaining data necessary to complete an existing conditions analysis. This data will include but not be limited to project area development maps, parcel maps, Tribe demographic data, and transportation data. The consultant will compile, analyze, and project demographic and transportation conditions.

Task Deliverables
Compile Remaining Data
Existing Conditions Summary

- 3. Infrastructure Audit and Conditions Analysis:** Under the Tribe's guidance, the consultant will perform an infrastructure audit of all existing facilities and infrastructure gaps throughout the project area to be transferred into the project GIS database. This includes roadway widths, lane configurations, pavement condition, utility location, signs, active transportation infrastructure, land use, constraints, and preliminary hazards.
- i. **Origin and Destinations Analysis:** The consultant will be responsible for understanding and representing the travel patterns and behaviors of community residents and visitors. This exercise will include a graphically representative origin and destination analysis showing location use type, commercial/residential areas, anticipated route choices (based on best available data/community input), mode split, and estimated volumes.

- ii. **Map Preparation :** With the data gathered in the infrastructure audit, the consultant shall prepare maps displaying both the existing infrastructure as well as current gaps.
- iii. **Existing Conditions Analysis Report:** The consultant will analyze the existing conditions summaries, and produce charts, diagrams and recommendations based on the gathered data specifying current connectivity gaps and needs within the project area.

Task Deliverables
Infrastructure audit
Origin and Destinations map and tables
Project area maps
Existing Conditions Analysis Report

- 4. Community Engagement:** Task Goals include community input of safety issues, project benefits, conceptual design ideas, challenges, and opportunities. Comments and ideas from the community will shape the conceptual project designs, project lists, and all aspects of the final planning project. The input will be sought through an online input and information platform, in-person or virtual community meetings, direct stakeholder interviews, and at Tribal Council meetings. The community engagement strategy is outlined below.
- i. **Outreach Strategy:** An outreach strategy with resources and tools will be developed by the consultant to ensure that a robust community engagement effort is achieved throughout the duration of this project. Engagement methods will include stakeholder email alerts and meetings, individual stakeholder communication, social media outreach, a project specific website, and various methods of soliciting feedback from the community.
  - ii. **Stakeholder Communication:** In coordination with the Tribe, the consultant will develop a comprehensive stakeholder list based of local agencies, Tribal departments, Tribal members and local groups recommended by the Tolowa Dee-ni' Nation. Stakeholders will include Caltrans, Tribal members, residents, the Del Norte Local Transportation Commission, the County of Del Norte, and any other relevant stakeholders that the Tribe recommends throughout the Plan's process.
  - iii. **Stakeholder Meetings:** The consultant team will hold regular meetings with the identified stakeholders to keep them apprised on the progress of the Plan. These stakeholder interactions will include project brainstorming sessions, outreach methodology, and implementation strategies.
  - iv. **Community Meetings:** The consultant will work in cooperation with the Tribe to hold a series of community workshops regarding the project. The consultant

will develop a flyer to serve as a meeting announcement with access and additional information. Although the meeting may be scheduled remotely due to the COVID-19 pandemic, a robust outreach process will take place prior to the workshops to ensure that the meetings have been widely broadcasted.

- v. **Questionnaire:** The consultant will develop a community questionnaire to assess current community travel behavior and to gather input on the project. The questionnaire will solicit information on demographic information, current travel behavior, as well as opportunities to voice opinions for project input.
- vi. **Outreach Summary:** At the conclusion of the public outreach effort, the consultant will analyze and summarize all input received in an outreach summary.

<b>Task Deliverables</b>
<b>Outreach strategy, project website, social media platforms</b>
<b>Stakeholder list</b>
<b>Stakeholder meeting materials, agenda and minutes</b>
<b>Community meeting materials, agenda and minutes</b>
<b>Community questionnaire results and analysis</b>
<b>Outreach summary</b>

- 5. **Multi-Modal Connectivity Assessment:** Based on the community outreach findings and a preliminary analysis of feasibility, the consultant will develop a conceptual alignment with associated analysis for review by the public. This will provide an opportunity for the public to visually see the proposed changes and provide input on the progress of the project's development.

- a. **Conceptual Planning:** The consultant will utilize the community input and data gathered to produce clear, concise conceptual design alternatives for multi-modal infrastructure enhancement opportunities. The conceptual designs will address the following:

1. Multi-use path design.
2. Number of potential access connections.
3. Quality of potential access connections.
4. Potential boundary conflicts (e.g. infringements on Private Property).
5. Potential conflicts with local zoning and land use designations.
6. Potential safety challenges.
7. Potential environmental constraints.

8. Other potential features that would likely influence the cost of projects in the segment.

<b>Task Deliverables</b>
<b>Preliminary Alignment Analysis</b>
<b>Conceptual Designs</b>

6. **Feasibility Analysis:** The consultant will utilize gathered data and conceptual designs to conduct a project feasibility analysis to determine the feasibility of environmental constraints, right of way, funding, implementation, and overall project feasibility. Community input will be an influencing factor on which design alternatives are pursued. The consultant will prepare at least two design alternatives that meet the needs of the community. The findings in this analysis will guide the funding and implementation plan identified in Section 7.

- i. **Environmental Feasibility:** The project team will prepare a preliminary environmental feasibility study in accordance with CEQA section 15262-Feasibility and Planning Studies, to identify any potential obstacles or cost concerns for the project location. This will include identifying potential environmental concerns and analysis level evaluation for NEPA and CEQA. Additionally, identification and cost estimates for the required studies and permits will be developed. This task effort was added to ensure the funding and implementation strategy comprehensively addresses all potential costs and tasks involved in project completion.
- ii. **Right of Way Feasibility:** The consultant will prepare a preliminary right of way feasibility study to determine the constraints of the desired multiuse path location. This does not include boundary survey work, but alignment potential and right of way identification of ownership and tied into the feasibility.
- iii. **Funding Feasibility:** The consultant will develop a funding feasibility strategy to determine the funding opportunities that the project is most eligible for. The project team will outline important dates, deadlines, requirements, and any other pertinent information to ensure that the Tribe is prepared for the necessary grant cycles.
- iv. **Implementation Feasibility:** The project team will develop an Implementation Feasibility analysis to be included in the Plan. The Implementation Feasibility analysis will determine the overall feasibility of the implementation process, from identifying funding strategies to outlining important timelines for the Tribe to adhere to.

- v. **Overall Feasibility of Project:** The consultant will prepare a general Feasibility of Project section to be included in the Plan. This will cover all important elements that must be completed in order for the Plan's final product to be pursued for funding and implementation. This section will conclude the findings from the previous feasibility analyses and determine the overall feasibility of the project based on those findings.

<b>Task Deliverables</b>
<b>Feasibility Analysis</b>
<b>Environmental Feasibility Analysis</b>
<b>Right of Way Feasibility Analysis</b>
<b>Funding Feasibility Analysis</b>
<b>Implementation Feasibility Analysis</b>
<b>Feasibility of Project Analysis</b>

7. **Develop Community Educational Program:** The consultant will develop a long-term community educational program that educates and encourages community members and visitors to utilize the planned connectivity infrastructure for physical and mental health benefits.

- I. Educational Marketing Campaign:* The consultant will develop an Educational Marketing Campaign that will utilize education and encouragement programs to motivate Tribal citizens and residents to use bicycle/pedestrian networks for both transportation and recreation.
- II. Community Educational Events:* The consultant will develop and prepare for a series of community workshops and events to promote active transportation within the community. The purpose of these workshops and events will be to continue to break down barriers that exist with active transportation, and to change the culture and attitude towards walking and biking.
- III. Wayfinding and Signage:* The consultant will prepare a Wayfinding and Signage Strategy to be utilized within the Smith River area to promote biking and walking to destinations. Informational flyers may be dispersed and displayed at billboards or posted at various Tribal establishments. The consultant will develop signage concepts to be utilized in the project area. These signage designs may display distance or time taken to walk or bike from Tribal housing to frequented destinations.

<b>Task Deliverables</b>
<b>Educational Marketing Campaign and Strategy</b>
<b>Community workshops and events</b>
<b>Wayfinding and signage strategy</b>



## 8. Funding and Implementation Plan

- I. Cost Estimates:** The consultant shall develop cost estimates for the planning and construction efforts for the preferred design alternatives. The feedback received from the community will aid in determining which project elements are to be included in the final Connected Communities Plan.
- II. Funding Strategy:** The consultant will assist the Tribe in identifying and tracking potential funding sources and their respective important dates and deadlines, including the BUILD and INFRA programs. The consultant shall compile a list of state and federal funding programs from various agencies that are available for execution of this project.
- III. Project Implementation:** The project team will develop an Implementation Plan to be included in the Plan. The Implementation Plan will provide a set of strategies and a timeline for the Tribe to meet the objectives set in the Plan and to pursue appropriate funding opportunities. The Implementation Plan will specifically include a section on BUILD grant program preparedness.

Task Deliverables
Planning Level Cost Estimates
Funding Strategy
Project Implementation Plan

## 9. Administrative, Public and Final Draft Reports

- I. Administrative Draft Plan:** The Consultant will prepare an Administrative Draft Plan to be reviewed by the Tribe. The Consultant will address all administrative comments and incorporate them into the Plan.
- II. Develop and Present Draft Plan:** After the consultant incorporates all feedback/comments from the Tribe, they will produce and release a Public Draft. The draft will be released for a public review comment period and the consultant will take all actions possible to advertise the opportunity to the community. The consultant will schedule and lead a community workshop to present the Draft Plan. Comments received during the review period will be compiled and enclosed in the Plan as an attachment.
- III. Final Draft Plan:** The consultant will review all public comments and will incorporate the feedback into the Final Plan as appropriate. The Final Plan will include an Implementation Plan with concise, tangible steps as well as credits to Caltrans, Road Maintenance and Rehabilitation Account and State Highway Account State funds.

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*IV. Present and Submit Final Plan:* The consultant will present the final Plan to the Tolowa Dee-ni' Nation and will submit all files and hard copies. The Plan will be submitted to Caltrans in an ADA accessible electronic copy.

<b>Task Deliverables</b>
<b>Administrative Draft</b>
<b>Public Draft</b>
<b>Presentation, meeting agenda and minutes</b>
<b>Summary of comments received and addressed</b>
<b>Final Draft</b>
<b>Presentation and digital library or Final Plan and all other files</b>

### **PROJECT TIMELINE**

January 20, 2022 ..... Issue Request for Proposals  
**February 10<sup>th</sup> .....Closing Date for Receipt of Proposals**  
 March 3, 2022 ..... Conduct Interviews, if Required  
 March 2022 ..... Contract Award, Execute Contract

Proposals must be received no later than **5:00 PM on 02/10/2021** at the following email address: brian.millett@tolowa.com

### **BUDGET**

1. The project is funded in part through the California Department of Transportation (Caltrans) Sustainable Communities program. For this reason, the contract will be subject to State contracting requirements.
2. Firms responding to this RFP shall include a cost proposal to complete the project scope as outlined above.
3. The consultant will be paid up to the amount provided for each task in the final project budget. Billing rates should be guaranteed for the life of the contract. The Nation shall approve all interim work products before payment.

### **DESIRED QUALIFICATIONS**

Qualified candidates are expected to provide proof or examples of the following education, background, experience and information:

- 1) Education and/or experience necessary to successfully complete the work to professional industry standards: such as a bachelor's degree with a focus on planning, construction, transportation or another similar field; master's degree or doctorate in relevant field highly preferred;
- 2) Knowledge and experience working with tribal organizations;

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- 3) Successful plan development experience,
- 4) Excellent verbal and written communication skills;
- 5) Excellent community outreach skills;
- 6) Resume or qualification papers showing similar and/or relevant work performed;
- 7) At least three references for similar and/or relevant work performed;
- 8) DUNS number, EIN, or SSN; and
- 9) Acknowledgment of willingness to submit to a background investigation if selected.

## **PROPOSAL FORMAT**

The proposal shall include, as a minimum, the following information:

- **Cover Letter** – Introductory letter describing Consultant(s) experience, understanding of the project, willingness to work within budget and desire/willingness to work with Nation staff to help achieve project goals.
- **Resume(s)** – Include a resume/CV describing the professional experience, education and licenses (if applicable) for all Consultant(s) identified to work on the project.
- **References** – Include at least three (3) references; these should be professionals who are familiar with your work relevant to this project.
- **Proposed total fixed-price cost** for the project, to include all necessary labor, travel, materials and equipment unless otherwise agreed upon in writing. Include labor rates and hours, other cost detail in cost estimate.
- **Additional information** – Applicants may submit additional information relevant to project or their work, if desired. Additional information is not required as part of the application but a sample of previous work is strongly encouraged.
- **Native Preference** – As appropriate, include documentation that the Consultant is Native American, a Native American Owned business or employs key employees as defined under the Tolowa Dee-ni' Nation Tribal Employment Rights Ordinance (TERO). See “Contractor’s Questionnaire” under TERO Department Resources on [www.tolowa-nsn.gov](http://www.tolowa-nsn.gov).

**PROPOSAL SUBMITTAL**

Proposals are to be submitted, **via e-mail (preferred) or hard copy** to:

Brian Millett, Senior Planner  
brian.millett@tolowa.com

Mailing address:

12801 Mouth of Smith  
River Road  
Smith River, CA 95567  
Attn: Brian Millett

**Deadline for proposal submission is 5:00pm (PST), Thursday, February 10th, 2022.**

**EVALUATION CRITERIA**

The Nation intends to select a single consultant team for all aspects of the work necessary to complete the contract documents.

Interested Consultant(s) is/are invited to submit proposal in accordance with the requirements of this Request for Proposals (RFP). The successful Consultant(s) must be aware of the financial and timeline limitations and be able to accomplish activities within these constraints.

The Consultant(s) is/are expected to be selected by February 25, 2022 and contract documents completed in March 2022. The actual timeframe to complete this scope of work will be negotiated with the successful Consultant in accordance with desired project timeline.

A Review/Selection Committee made up of TDN staff will evaluate the Consultant(s) based on the proposals and, if necessary, an oral interview will be requested to determine which Consultant(s) is best qualified to perform the work for this project.

The following items, as they relate to the Scope of Work tasks described above, will be used by the Review/Section Committee to assist in the ranking of the Consultants' proposal and the oral interview:

- Demonstration of ability and experience to produce planning documents;
- Demonstration of ability and experience to locate sources and research primary source information in person and electronically;
- Experience in a tribal setting;
- Experience and success producing similar types of work;
- Qualifications, including work history & education; and
- Native Preference

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Initial

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Date

**ADDITIONAL INFORMATION CONTACT**

Questions regarding this RFP should be directed to:

Brian Millett, Senior Planner

Tolowa Dee-ni' Nation  
12801 Mouth of Smith River Rd.  
Smith River, CA 95567  
707-487-9255, ext.1222

Clarification offered by the Nation to one Consultant will be distributed to all known applicants, to the greatest extent possible.

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Initial

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Date